

## CHAPTER 4

### TURN-IN PROCEDURES

#### *Section 4A—TURN-IN PROCEDURES.*

**4.1. Chapter Summary.** This chapter provides procedures for turning in all equipment and supplies authorized to be returned to Base Supply or for direct turn-in to the DRMO. The policy for disposing of government property is relatively simple. The only items that may be disposed of as trash are items that have no required demilitarization actions (DEMIL code A) and no potential value to the government through future use or resale by the DRMO, either in its current configuration or for its basic materiel content (for example, used gaskets, seals, and broken plastic lenses). All other materiel, serviceable or unserviceable, must be turned in to Base Supply or DRMO for disposition. All items requiring demilitarization will be turned in to DRMO on a separate DD Form 1348-1A and not batch lotted see part 2, [chapter 15](#).

**4.2. Overview.** This section describes the procedures that supply customers are to use to turn-in equipment and supplies into Base Supply and the DRMO. It also identifies those items that may be disposed of within the customer's organization.

**4.3. Pickup and Delivery.** Repair cycle, equipment, and serviceable consumable items will be picked up from on-base activities by Base Supply Pickup and Delivery or Repair Cycle Support personnel. Bench stock items will be picked up from on-base activities by Bench Stock Support personnel. The Logistics Group Commander (LGC) establishes on- and off-base procedures for picking up, documenting, and delivering scrap materiel to the appropriate DRMO. In determining which activity will be responsible for this action, the LGC considers the location of the base and the DRMO, the amount of scrap involved, and the capabilities of appropriate activities such as transportation, supply, and any other participating activities. Repairable consumable items downgraded to scrap may be picked up by Base Supply Pickup and Delivery personnel for transfer to DRMO if requested by the organization. Otherwise, the organization may deliver the materiel directly to the DRMO.

**4.4. Supply Turn-In.** There are two categories of supply-type items that require turn-in--recoverable and consumable.

4.4.1. Recoverable Items. Recoverable items are items controlled under the DIFM concept. DIFM turn-in procedures are in [chapter 6](#).

4.4.2. Consumable Items. Consumable items are identified by ERRC XB3.

4.4.2.1. On-base organizations must establish turn-in and pickup points for ERRC XB3 items. These organizations may establish as many turn-in and pickup points as deemed necessary for an efficient operation. They must provide a list of the points and locations to the Base Supply Pickup and Delivery.

4.4.2.2. Turn-in and pickup points will have three segregated areas. The areas must be conspicuously marked as serviceable-identified materiel; serviceable- and repairable-not identified materiel; or unserviceable- and scrap-materiel. Also, a listing of the organizations authorized turn-in and pickup points must be conspicuously displayed at the identified areas.

4.4.2.3. Organizational personnel must place XB3 materiel ready for turn-in into one of the identified areas.

4.4.2.3.1. Materiel placed in the serviceable-identified area must be identified by part number and or stock number and organization and shop codes. The turn-in activity will prepare and sign DD Form 1574.

4.4.2.3.2. Materiel placed in the serviceable- and reparable-not identified area is materiel the user determines to be serviceable but cannot identify to a part or stock number, and unserviceable-materiel the user determines can be potentially repaired by the organization. For serviceable property, the turn-in activity will complete DD Form 1574 with as much information as is available. At a minimum, this will provide a point of contact and duty phone number for possible questions.

4.4.2.3.3. Materiel placed in the unserviceable and scrap area is materiel the user determines to be unserviceable and not potentially reparable by the organization and having all required demilitarization actions completed.

4.4.2.4. Base Supply Pickup and Delivery personnel will periodically pick up the items in the serviceable-identified area of the organization turn-in and pickup points and deliver the items to the Receiving Section personnel so they can prepare the turn-in documentation and process. The pickup periods will be determined locally, based on the workload and amount of materiel available for turn-in.

4.4.2.5. Organizations must designate individuals and or sections/elements to periodically review and determine the appropriate disposition of the items in the serviceable- and reparable-not identified area. Items determined serviceable that can be identified to a part number or stock number must be identified and relocated to the serviceable-identified area. The turn-in activity must prepare and sign a DD Form 1574 for such property. Reparable items that can be potentially repaired will be routed to the appropriate shop for repair. Items that cannot be identified to a part or stock number, and items determined not potentially reparable will be relocated to the unserviceable and scrap materiel area.

4.4.2.6. Materiel placed in the unserviceable and scrap area may be turned in directly to DRMO by the organization or picked up by Base Supply personnel for transfer to DRMO. The LGC will determine which method to use. When the Base Supply option is used, Pickup and Delivery Section personnel pick up the materiel and deliver it to Receiving for preparation of the DD Form 1348-1A shipping document and subsequent transfer to DRMO. If the organization elects to turn-in the materiel directly to DRMO, the organization prepares DD Form 1348-1A shipping document. The materiel condition will be downgraded and shipped as scrap. **NOTE:** When a container is turned in, either through Base Supply or directly to DRMO, it is the organization's responsibility to furnish a signed certificate on the DTID stating the following: "I certify that the container listed hereon is empty."

#### 4.5. Equipment Turn-In.

4.5.1. Turn-In Procedures. Equipment custodians ask for turn-in of equipment on the CA/CRL by sending AF Form 601 or AF Form 2005 (which ever is applicable) to the Equipment Management Section. **Chapter 8** of this part gives instructions for filling out this form. Turn-in of serviceable equipment items that are not on the custodial CRL (non-EAID) are also called in to the EMS. Detailed procedures for turn-in of non-EAID items are in part 2, **chapter 13**.

4.5.2. Repair Procedures. Air Force policy is to repair all spares and equipment when economically feasible. The custodian will properly condition tag equipment being turned-in based on his or her

qualifications or those of another qualified maintenance technician or inspector. If an asset is unserviceable and local repair capability does not exist, the item should be sent to a contractor for repair, requesting an estimated repair cost prior to repair. If the repair cost exceeds the economic repair cost, the item should be turned in as condemned and a replacement ordered.

4.5.3. Maintenance/Replacement Procedures. T.O. 46A-1-1 will be used to determine appropriate maintenance and replacement actions to be taken for office equipment.

4.5.4. Condemned Procedures. Turn-in of equipment which is beyond economical repair (condition condemned) requires the signature of a qualified maintenance inspector on the DD Form 1577 or a repair cost estimate obtained from a contract repair source. When a repair cost estimate is used, the custodian will enter the required repair actions, estimated repair cost, and the estimated replacement cost (if requesting a replacement) in the remarks block of the DD Form 1577.

4.5.5. Shipment Procedures. Turn-in of reparable equipment with an NF ERRC code to a depot or contract facility by direction of the SM or IM requires use of DD Form 1577-2 with a NRTS code 8 per T.O. 00-25-06-2-2. Position 51 of the AF Form 2005 turn-in should reflect a TEX 8 to hold the turn-in until the directed shipment action is processed in the SBLC.

#### **4.6. Turn-Ins And Transfers To DRMO.**

4.6.1. Base Supply Turn-in. Organizations may request Base Supply personnel to pick up items downgraded to scrap for delivery to DRMO.

4.6.2. Organization Turn-in. Organizations may turn-in the types of items listed below directly to the DRMO.

4.6.2.1. Unserviceable XB3 items downgraded to scrap after all demilitarization actions are completed.

4.6.2.2. Other scrap and waste as outlined in [volume 6, chapter 2, attachment 1](#).

4.6.2.3. Non-NSN locally manufactured items.

4.6.2.4. Non-EAID commissary store equipment when disposal action is authorized.

4.6.2.5. Materiel owned by nonappropriated fund activities.

4.6.2.6. Computers managed by the Base/Tenant ECO. These non-EAID items may be turned in to DRMO under a non-duplicative document number using the (FU) SRAN assigned for management of small computers. Customers must coordinate disposition and get approval from the Base/Tenant ECO, who will assign the document number, prior to disposing of computers.

4.6.2.7. Serviceable excess or residue assets from the COPARS or COCESS. These are items which are no longer authorized to be kept, have no expected use, and which the contractor or vendor will not take back for credit.

4.6.3. Direct Turn-Ins. On direct turn-ins to DRMO, the organization will receive copy 2 of the DD Form 1348-1A signed by DRMO. If the TMO is used to ship materiel to the DRMO, the organization retains the TMO signed copy as the accountable receipt document. Disposition of these signed copies depends on the method used to obtain the document number and where the document register is maintained (see part 2, [chapter 15](#)). If the document number was obtained through the Base Supply central call-in point, return the signed copy to the Base Supply activity that furnished the document number.

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If the organization is issued their own block of unique serial numbers and maintains the document register, the organization will file the signed copy as outlined in [chapter 2](#), this part.

4.6.4. Transfer to DRMO. All other items or materiel being transferred to DRMO must be turned in to Base Supply as follows.

4.6.4.1. Serviceable non-DIFM expendable supplies.

4.6.4.2. Unserviceable non-EAID equipment items managed by Retail Sales (not on the CRL).

4.6.4.3. Other unserviceable equipment items that are not on the CRL (that is, desks, chairs, etc.).

4.6.4.4. Serviceable equipment items that are not on the CRL. These items are called in to the EMS. Provide the EMS with the following information: (1) NSN, (2) Quantity, (3) Organization and shop code, (4) Condition code (user's opinion).

4.6.4.4.1. Name and telephone number.

**NOTE:** Containers turned into DRMO must have a signed certificate (accomplished by the generating activity) on the DTID, stating the following: "I certify that the container listed hereon is empty."

**4.7. Hazardous Materiel.**

4.7.1. Documentation Turn-in and Disposal. Part 2, chapter 21, [section 21X](#), provides the procedures for documenting the turn-in and disposal of hazardous waste by Air Force activities when the SBSS is selected as the ADS for processing hazardous waste disposal transactions. It is optional to use the SBSS to process these transactions. The installation commander will determine which system to be used to process hazardous waste disposal transactions. Local procedures will be developed when systems other than the SBSS are used. These procedures as appropriate, supplements local procedures to the guidance in Defense Reutilization and Marketing Manual, DOD 4160.21-M, Chapter 9, and the Solid and Hazardous Compliance, AFI 32-7042.

4.7.2. Budgeting for Hazardous Waste Disposal. The organization designated as the base environmental function (normally Base Civil Engineering) is responsible for budgeting and monitoring funds for hazardous waste disposal and waste management oversight.

**4.8. Property Condition.** The property custodians prepare turn-ins for pickup. They must make sure that property turned into Base Supply is tagged with the right condition code, is complete and reasonably clean. In addition, specialized shop equipment may need additional service such as detaching from stationary fixtures and disconnecting all electrical and pneumatic lines, and/or purging, "pickling", or any other actions prescribed by T.O. compliance.

**4.9. Turn-In Of Precious Metals.** Turn-in procedures for precious metals and items bearing precious metals are in [volume 6, chapter 4](#). Safeguard these items according to locally established procedures to prevent theft. To minimize the possibility of theft, turn them in as promptly as possible.

**4.10. Turn-In Of Small Computers.** The standard method of accounting for small computers will be on an ADPE account. When small computers are accounted for on an ADPE account, these assets will be turned in to the Base/Tenant ECO. These assets are normally managed by the Information Processing Management System (IPMS). Small computers will only be turned-in to Base Supply when they are accounted for on an R14, CA/CRL. Equipment custodians with small computers accounted for on their CA/CRL must coordinate with the ECO prior to turning in these assets to Base Supply. Small computers

that are not accounted for on either a ADPE account or a CA/CRL will be turned into the Base/Tenant ECO.

**4.11. Turn-In Of Incomplete Items.** Customers, property custodians, and maintenance inspectors must ensure incomplete items are correctly processed and tagged before turn-in. Enter in bold face letters "INC-G" in the reason for reparable condition block. Also list missing components in the Remarks block or on the reverse side of the DD Form 1577-2, Unserviceable (Reparable) Tag Materiel. Find specific procedures for turning in incomplete items in T.O. 00-20-3, section III, and T.O. 00-20-2-10, section IV, table 3-1, rule 7.

**4.12. Turn-In Of Condemned Items.** Customers, property custodians, and maintenance inspectors must ensure condemned items are correctly processed and tagged before turn-in. Stamp, type, or handscribe the specific reason for condemnation action on the A5J. For example, "PROPERTY REFLECTED ON THIS DOCUMENT HAS BEEN CONSUMED DURING ROUTINE TESTING IAW AFMAN 23-110, VOLUME 2, PART 2, CHP 14; REPAIR COST EXCEEDS MAX REPAIR ALLOWANCE; URGENT OR IMMEDIATE TCTO; etc. Reason for condemnation will also be entered on the DD Form 1577/1577-1, Unserviceable (Condemned) Label-Materiel. Find specific procedures for turning in condemned items in T.O. 00-20-3.

**4.13. Turn-In Of Containers With Combinations Locks.** When containers with built-in combination locks are taken out of service for turn-in, reset the built-in combination locks to the standard combination 50-25-50; reset combination padlocks to the standard combination 10-20-30.

**4.14. Match Grade Weapons Turn-In For Shipment To Repair Facility.** RAR procedures WILL NOT be used. Match grade weapons, which require repair at the USAF Gunsmith Shop at Lackland AFB TX, will be processed for turn-in and shipment as follows.

4.14.1. Prior to presenting the match grade weapons to the local COS, the master shooter will request authority to send the match grade weapons to Lackland AFB TX for repair. The request will be in the form of a message to the small arms item manager (WR-ALC/LKJMW) at Robins AFB GA identifying the type and quantity of weapons to be repaired. The USAF Gunsmith Shop (343TRS/TWM, Lackland AFB) must be an INFO addressee on the message.

4.14.2. Once the master shooter receives the message from the small arms item manager authorizing the shipment for repair, the authorization message and match grade weapons will be presented to the local COS personnel.

4.14.3. COS personnel will process an unserviceable turn-in and shipment to the COS at Lackland AFB TX.

4.14.4. Upon receipt at the Lackland AFB TX COS, an unserviceable receipt will be processed and an MSI (C-deck) will be processed to issue the match grade weapons to the USAF Gunsmith Shop (343TRS/TWM).

4.14.5. The USAF Gunsmith Shop will repair the match grade weapons and return the match grade weapons to the Lackland COS personnel.

4.14.6. The Lackland COS personnel will process a serviceable turn-in from the C-deck DIFM detail and a serviceable shipment back to the COS who sent them to Lackland for repair.

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4.14.7. Upon receipt of the match grade weapons at the COS location (location originally sent from unserviceable), a serviceable receipt will be processed and a forced issue to the master shooter who turned in the match grade weapons for repair.

4.14.8. The master shooter will sign the issue document and accept the match grade weapon or weapons from the local COS.

ATTACHMENT 4A-1

**INSTRUCTIONS FOR PREPARING DD FORM 1348-1A, DOD SINGLE LINE ITEM  
RELEASE/RECEIPT DOCUMENT FOR ORGANIZATIONAL TRANSFERS TO DRMO**

**4A1.1. Instructions For Preparing DD Form 1348-1A, DOD Single Line Item Release/Receipt Document For Organizational Transfers To DRMO.**

**Table 4A1.1. Instructions for Preparing DD Form 1348-1A.**

ITEM	NO POS	IDENTIFICATION OR SOURCE OF DATA
Identifier	1-3	Constant A5J
RI From	4-6	Does not apply, leave blank.
Blank	7	
Stock or Part Number	8-22	The stock or part number being shipped or transferred. Leave blank for scrap, waste, and unserviceable expendable supplies downgraded to scrap.
Unit of Issue	23-24	The unit of issue of the stock or part number being transferred.
Quantity (Disposal)	25-29	The quantity being transferred.
Document Number	30-43	The document number will consist of supporting base's DODAAC (FBXXXX), the current Julian date, and a nonduplicative serial number obtained from Base Supply. <b>NOTE:</b> The COS establishes a central call-in point in Base Supply for obtaining these document numbers or at the request of the organization commander, the COS may decide to furnish small blocks of serial numbers to organizations that use this process extensively.
Suffix Code	44	Does not apply, leave blank.
DRMO SRAN	45-50	SRAN of the DRMO.
Blank	51-63	Blank
Disposal Authority Code	64	Constant N
Demilitarization code	65	See part 2, chapter 15, <a href="#">attachment F-5</a> .
Reclamation Code	66	Constant N.
Blank	67-70	
Condition Code	71	Blank for scrap, waste, and unserviceable expendable supplies downgraded to scrap. Will be for unserviceable NSN or part numbered items. Serviceable items must not be turned-in directly to DRMO except serviceable excess or residual assets obtained from the COPARS or COCESS. Other serviceable items must be turned into Base Supply.
Blank	72-73	
Unit Price	74-80	The unit price of the materiel. For scrap and waste, estimate the price.

**Table 4A1.2. Entries.**

BLOCK	ENTRIES
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A	Organization/shop code, Organization title, and address of the activity initiating the transfer.
B	The account number and address of the transfer to DRMO facility.
C	Mark for information, if required.
D	Does not apply.
E	The extended value of the transfer. Quantity- positions 25 to 29. Extended unit price—positions 74 to 80.
F-G	Does not apply.
H	Quantity unit pack code.
I-S	Does not apply.
T	Control item code.
U	Type cargo code.
V	Authority for transfer to DRMO.
W	Does not apply.
X	Item nomenclature.
Y	Does not apply.
AA Upper Line	If item is condemned, enter CONDEMNED.
AA Lower Line	Supply condition code.
BB-GG	These fields will be used to print the demilitarization or scrap statements, if needed.

**Table 4A1.3. Application.**

DISPOSAL AUTHORITY PHRASES	APPLICATION
Volume 1, part 1, chapter 3, attachment A-2.	Scrap and waste
Condition Condemned (insert inspector's name or stamp)	Unserviceable Non-DIFM expendable equipment not accounted for on an equipment CA/CRL.